teachscape

Teachscape *Reflect* Live

USER GUIDE

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Introduction

What is Teachscape *Reflect* Live?

Teachscape *Reflect* Live is a technology-enabled observation process. It is a flexible, easy-to-use, and comprehensive observation management and reporting system. With Teachscape *Reflect* Live, observers can schedule classroom observations, collect and organize the observation data, and then store the data on one secure platform.

What are the two types of observations?

There are two types of *Reflect* Live observations—scheduled and unannounced observations.

Scheduled Observation

- The observation is scheduled for a later date and time.
- Teachers can provide information pre- and post-observation, if required (e.g., pre-observation form, lesson artifacts).

Unannounced Observation

- The observation is conducted immediately, not on a future date and time.
- Teachers can provide information post-observation (e.g., post-observation form, samples of student work).

What's in this guide?

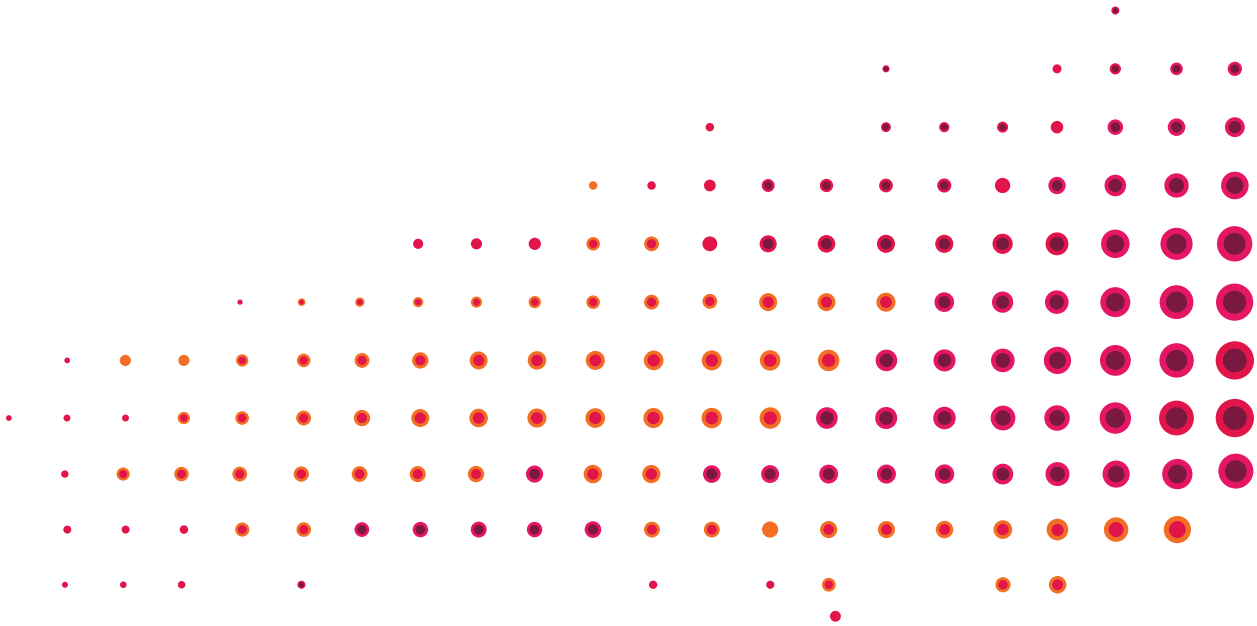
This *Reflect* Live User Guide is organized into several processes. Refer to the table of contents below to find the observer and teacher processes for scheduled and unannounced observations.

Note: *Reflect Live does not utilize video in the observation process. However, you may be a part of a school/district community that is utilizing both Reflect Live and Reflect Video for classroom observations. If this is the case, the Lesson Observations application will permit you to request either a live or video observation when starting a new observation.*

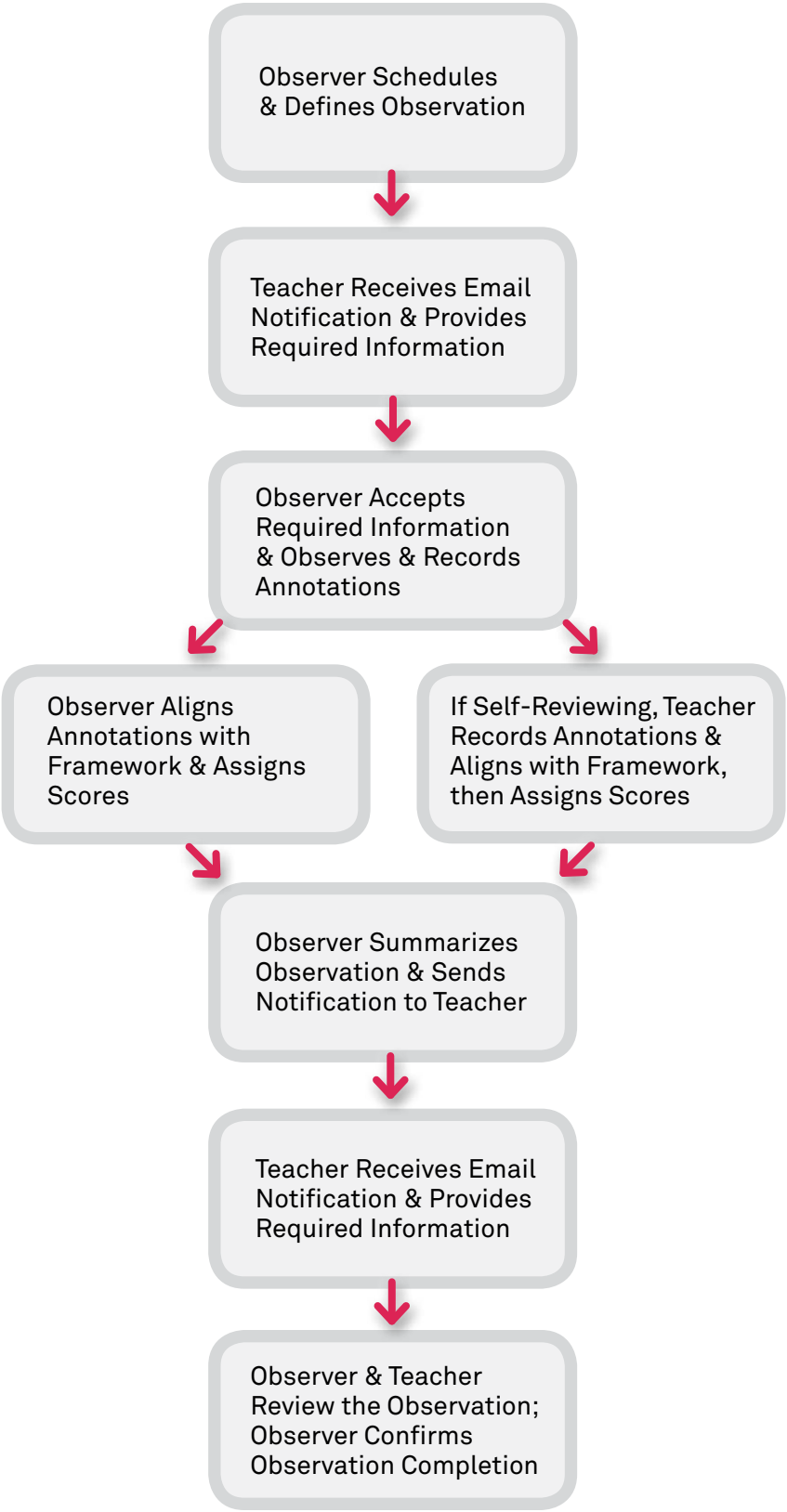
Teachscape *Reflect* Live
PROCESSES

Scheduled Observation

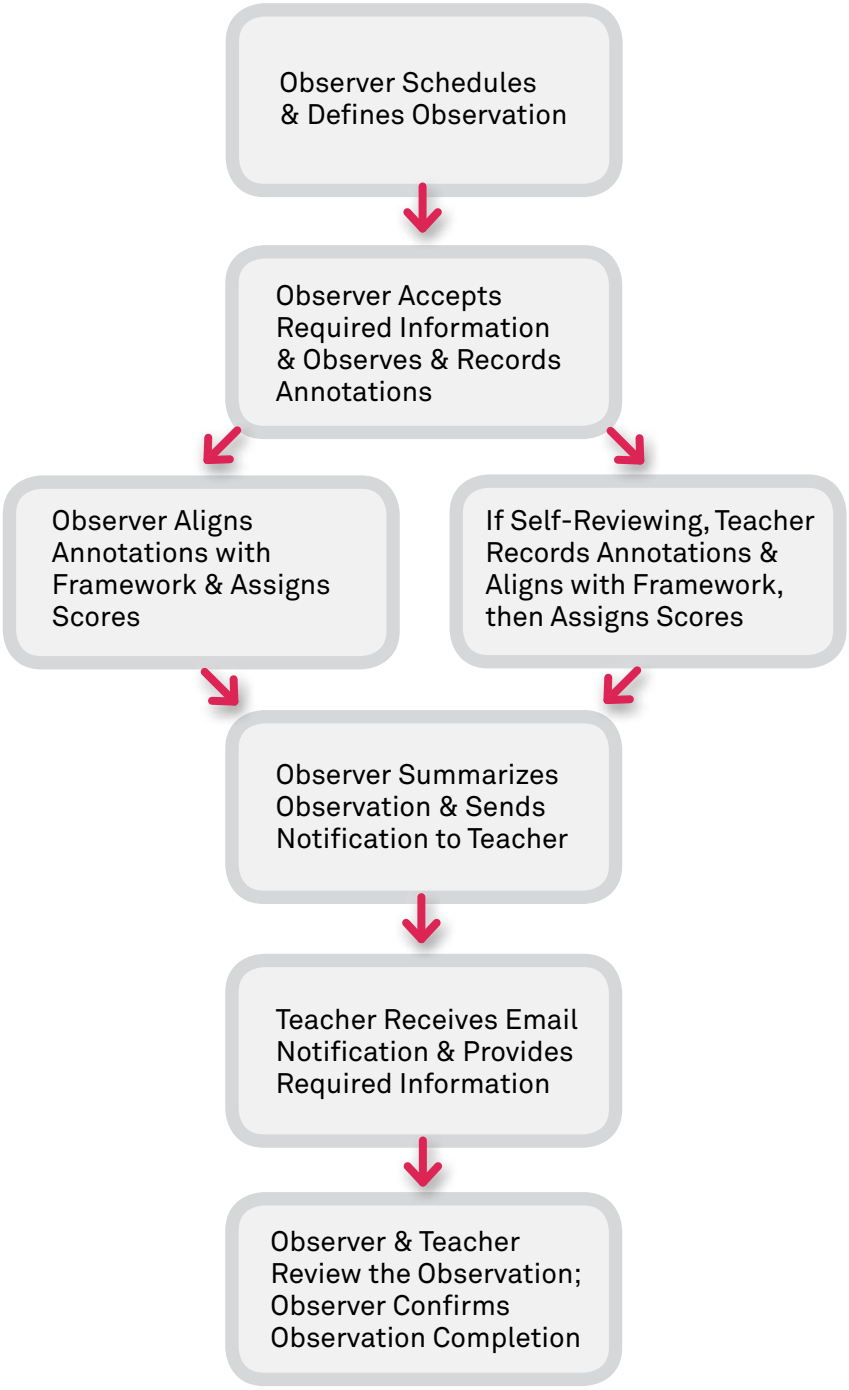
Unannounced Observation



Scheduled Observation



Unannounced Observation



Observer Guide

SCHEDULED OBSERVATION

Scheduling an Observation

Observing and Scoring

Confirming the Final Report

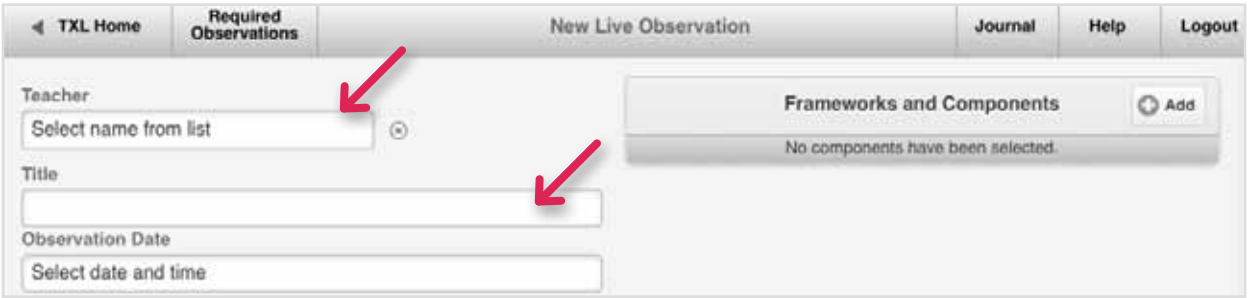
Scheduling an Observation

1 Initiate a Required Observation

To initiate the required observation process, the observer selects the **Lesson Observations** link in the left-hand navigation menu. Next, the observer selects **New Observation**.

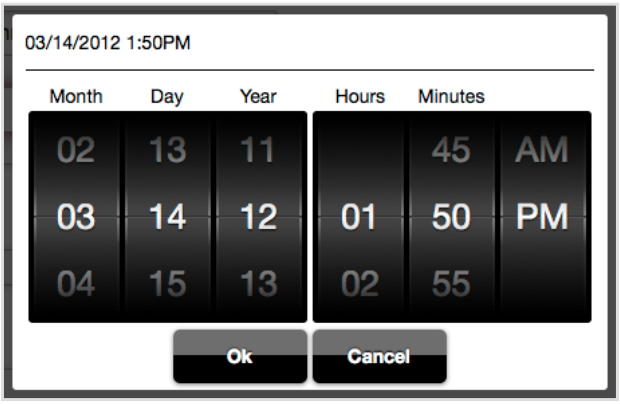
2 Choose Teacher and Observation Title

From the **New Live Observation** screen, the observer enters the name of the teacher for the observation and a title for the observation.



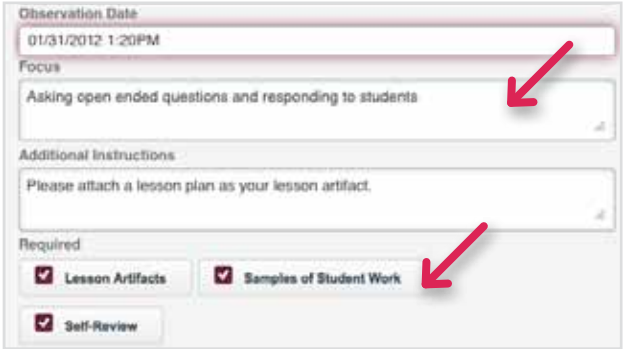
3 Select a Date and Time

Next, the observer selects a date and time for a future observation using the scheduling tool. The observer scrolls to the desired date and time for the live observation. (If the observation is immediate, this step is not necessary.)



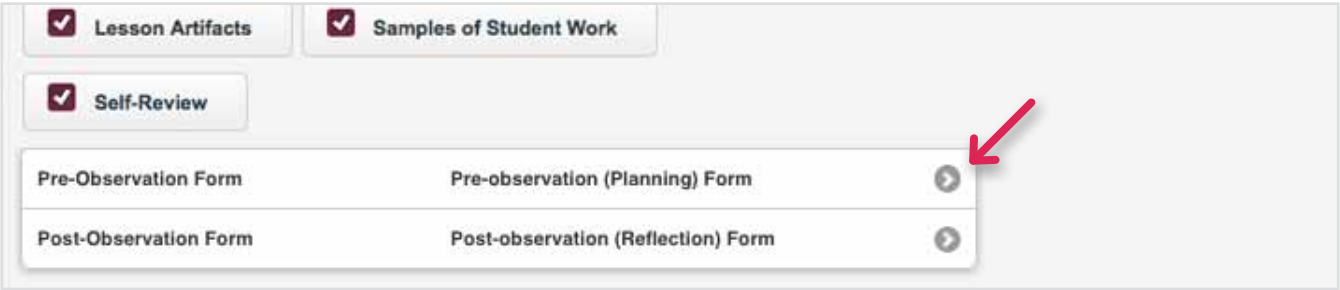
4 Identify Required Information

The observer enters a **Focus** for the observation and then checks the **Lesson Artifacts**, **Samples of Student Work**, and/or the **Self-Review** box if the teacher will score the lesson him- or herself (all optional).



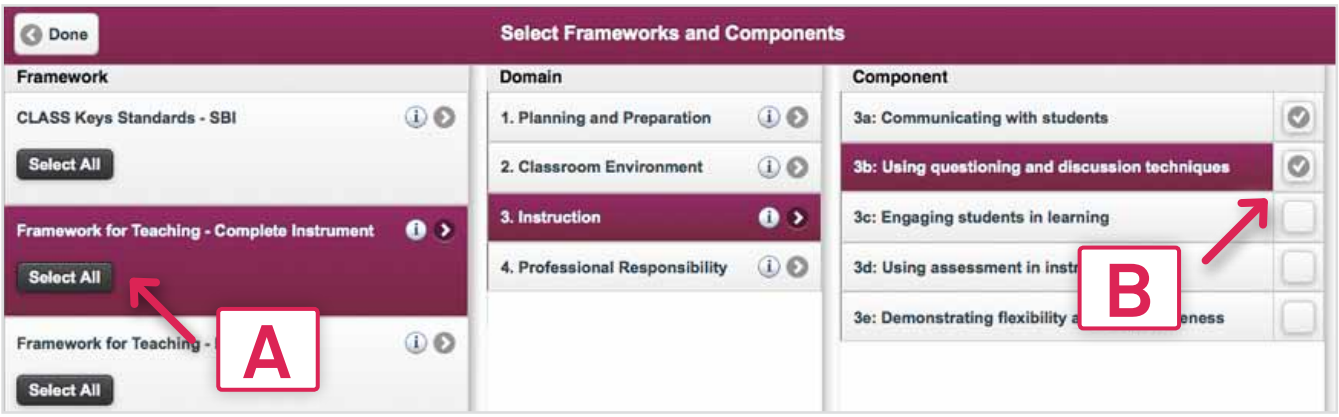
5 Select Pre- and/or Post-Observation Form

If the observer would like a pre- and/or post-observation form to be completed by the teacher, he or she selects the arrow to view the available forms and then selects the name of the form and the **Done** button.



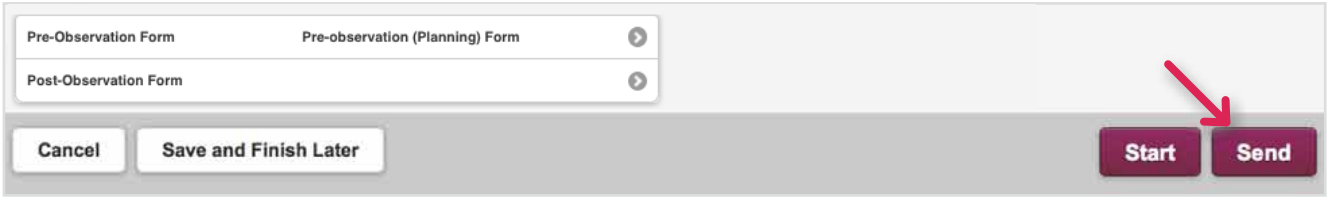
6 Choose Framework and Components

The observer selects the **Add** button to choose components for scoring. He or she then selects a framework to view the available domains, and domains to view the available components. The observer may select the **(A) Select All** button if all components are to be included, or select only **(B)** specific components. The observer selects the **Done** button when finished.



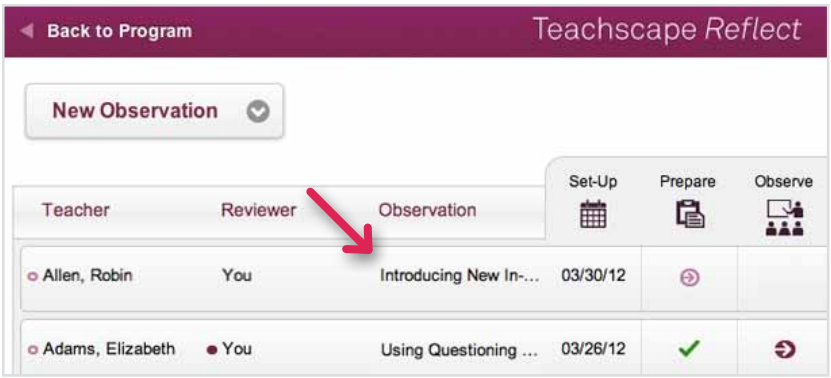
7 Start the Observation or Send Notification

If the observation is at a later date/time, the observer selects the **Send** button to send an email to the teacher notifying him or her about the upcoming observation. (If the live observation will commence now, the observer selects the **Start** button.)



8 View Sent Invitation

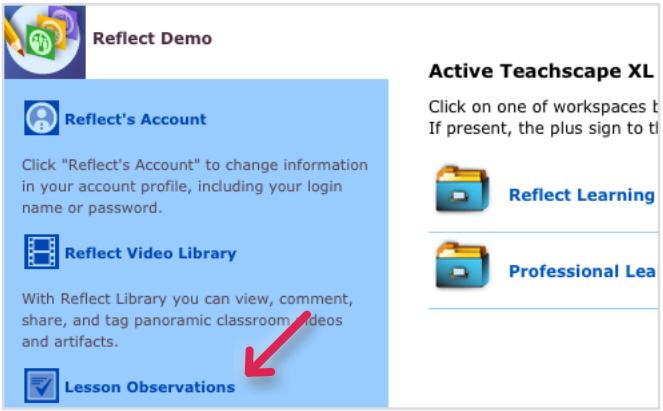
After the observer has selected the **Send** button, he or she can view the invitation by accessing the observations dashboard.



Observing and Scoring

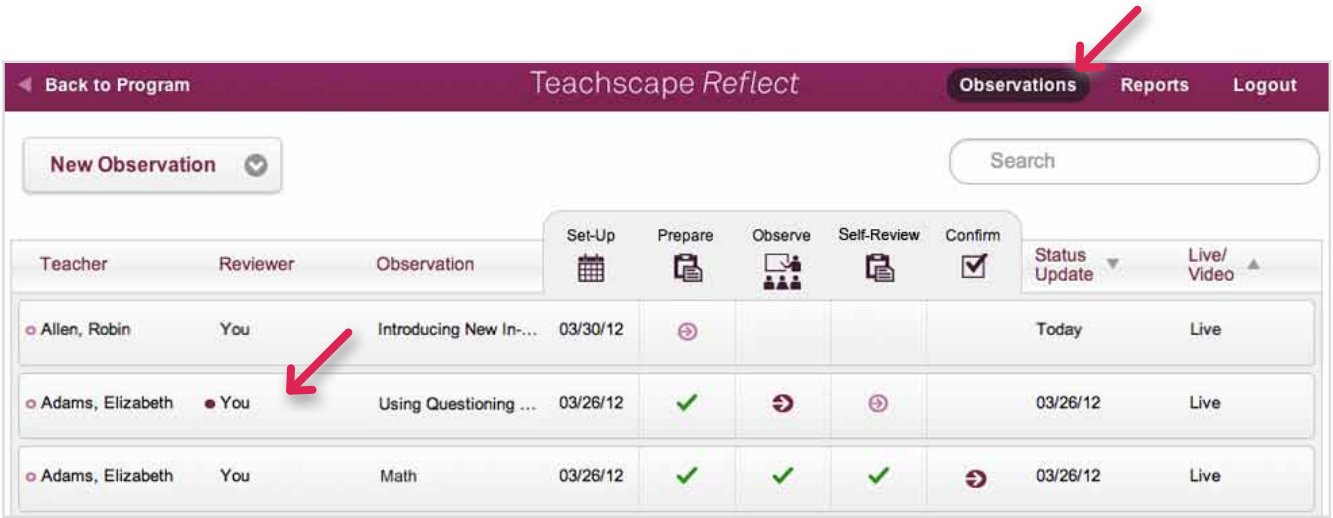
1 Revisit Lesson Observations

After the teacher has submitted the required pre-observation materials, the observer is notified via email, logs back in to Teachscape.com, and selects **Lesson Observations** in the left-hand navigation menu.



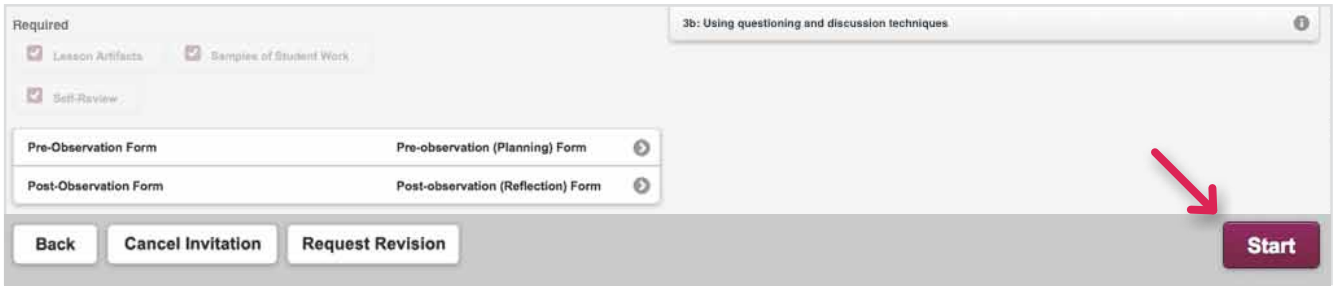
2 Access the Observation Details

While on the **Observations** tab, the observer selects the title of the observation to view the teacher's submitted required information.



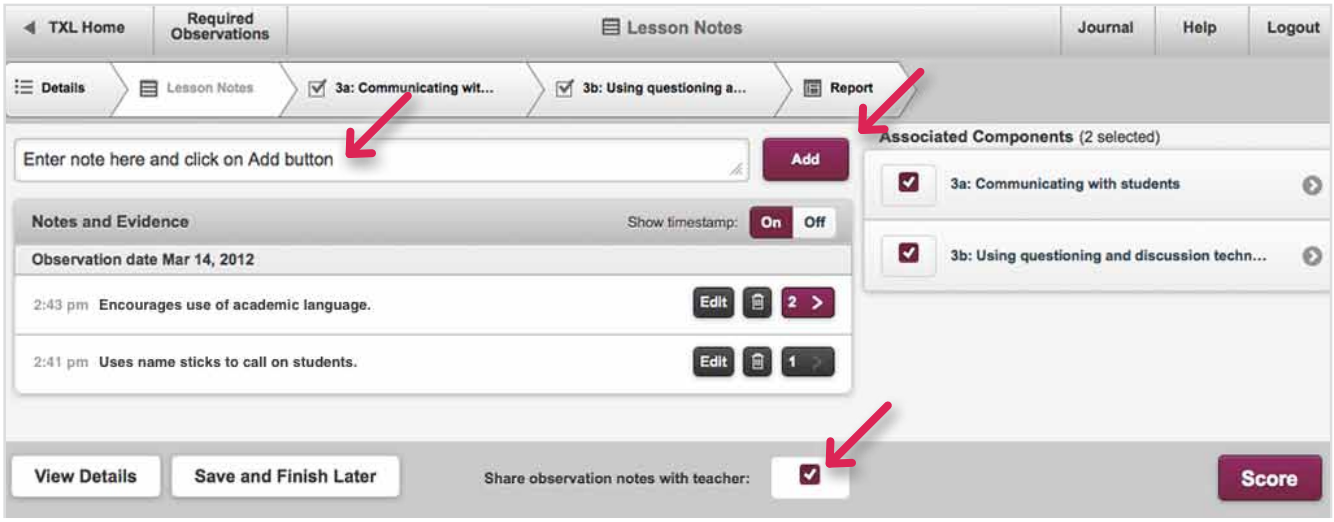
3 View Submitted Information

The observer can view the submitted information and then start the live observation by selecting the **Start** button in the bottom right-hand corner of the page. After selecting the **Start** button, the observer will be asked to confirm that he or she accepts the materials provided by the teacher, if any were requested.



4 Observe the Lesson and Add Annotations

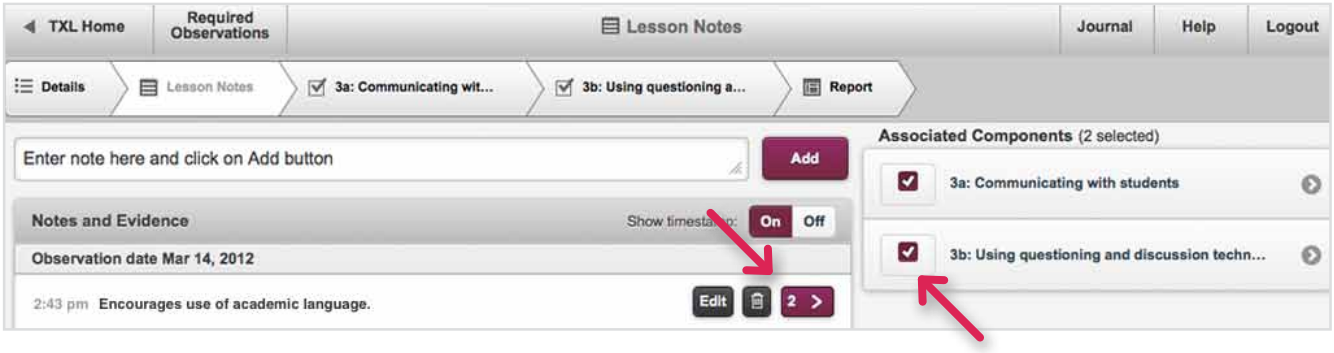
While observing the live classroom, the observer records annotations to inform the future scoring of the lesson. The observer selects the **Add** button after each entry. The notes are editable and time-stamped. The observer checks the box at the bottom of the screen if he or she wishes to share the annotations with the teacher.



> **Note:** *Checking the box makes the annotations immediately available to the teacher, and these annotations can be used in the self-review process.*

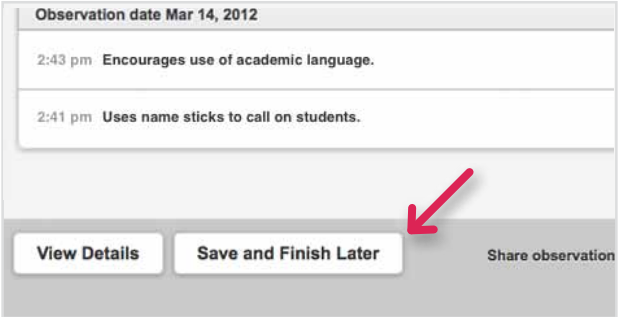
5 Assign Annotations to Framework Components

While entering annotations, or after entering annotations, the observer can assign these notes to one or more of the selected framework components. Assigning annotations to the components makes it easier to sort through the observational notes and assign scores later on.



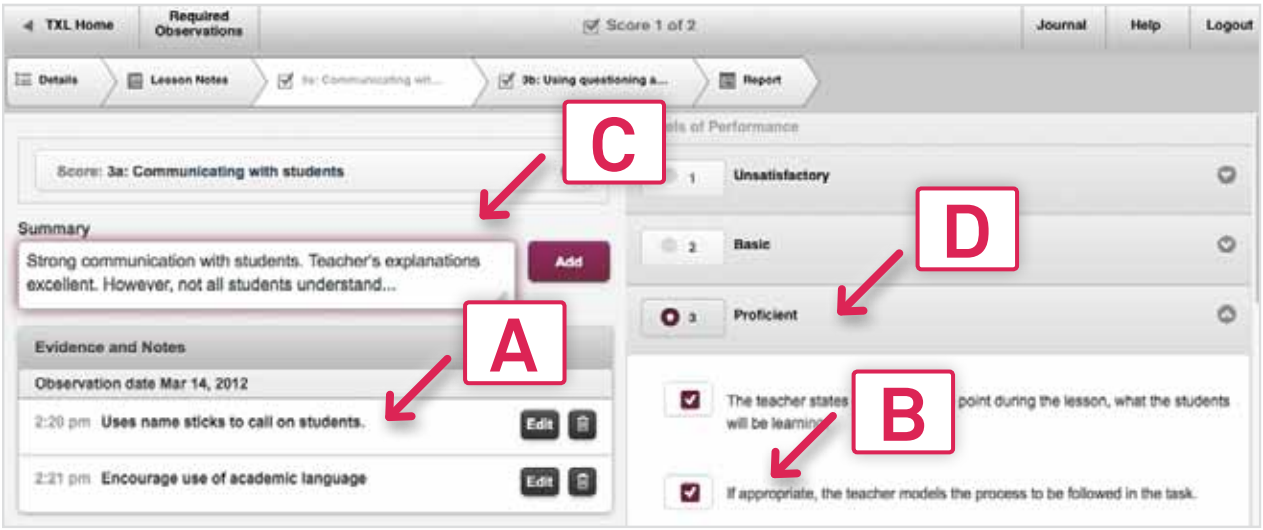
6 Begin Scoring the Lesson

After the lesson has been observed and notes have been taken and aligned to framework components, the observer may select the **Save and Finish Later** button to score the lesson at a later time, or he or she may select the **Score** button to begin assigning scores.



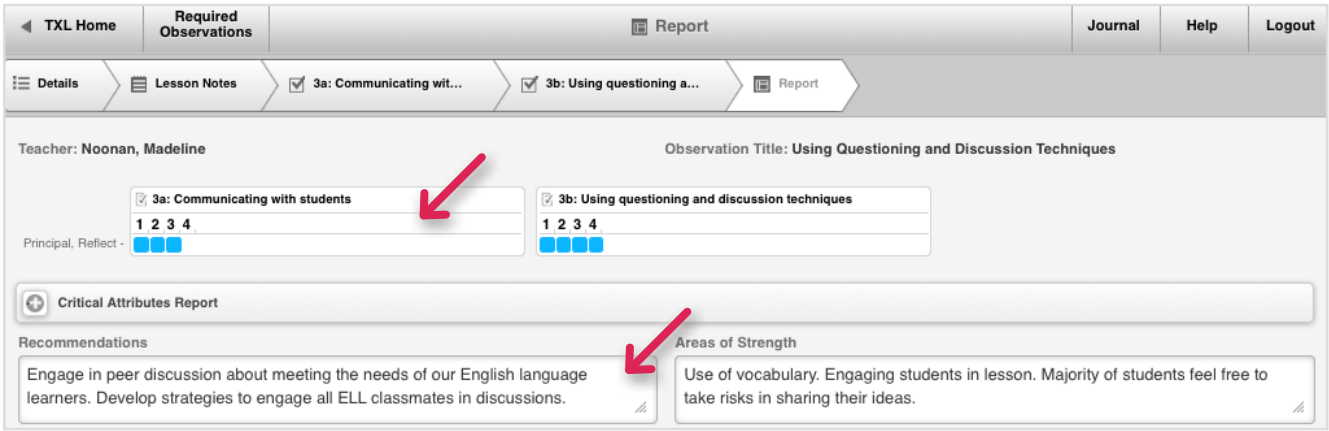
7 Assign Scores

For each component, the observer **(A)** analyzes his or her annotations, **(B)** selects the appropriate critical attributes at each level of performance, **(C)** summarizes, and **(D)** assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.



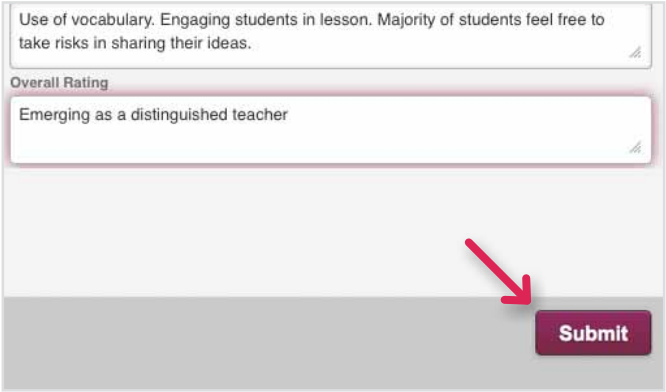
8 Write Recommendations and Overall Rating

After the observer has scored all of the components, he or she completes the observation report. Here is where the scores can be reviewed and recommendations for the teacher added.



9 Submit the Scores to the Teacher

Selecting the **Submit** button will send an email notification to the teacher that the observation has been scored. If a self-review is not required, the report will be immediately shared with the teacher. If a self-review is required, the teacher will see the report only after he or she has conducted a self-review.



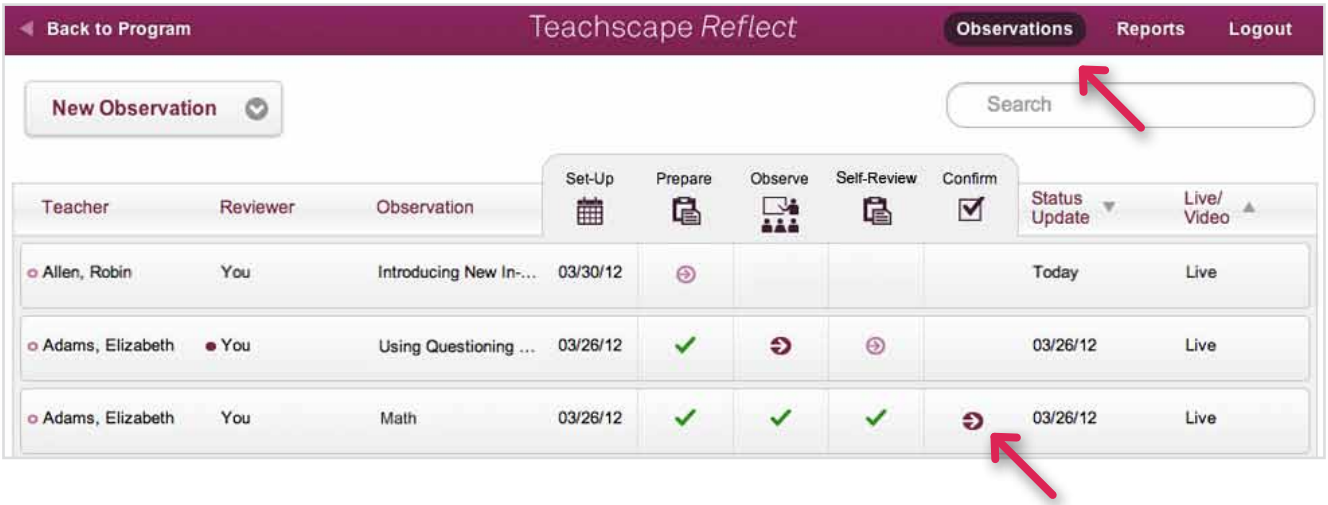
10 View Sent Observation

After the observer submits the scores for an observation, he or she may view the observation by selecting the observation on the **Observations** tab.

Confirming the Final Report

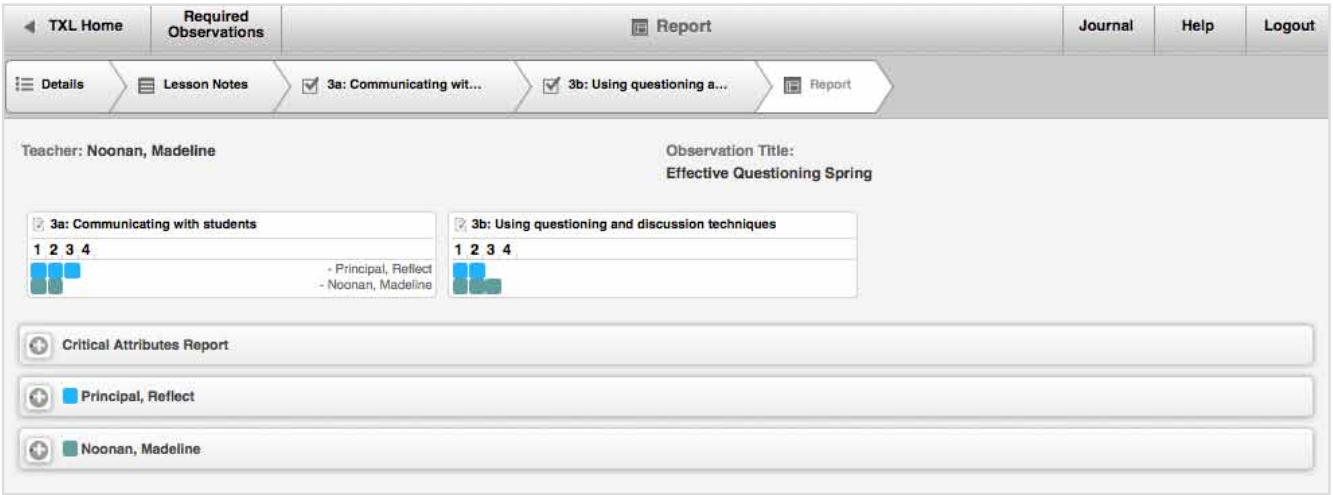
1 Access the Observation Report

After the teacher selects the **Acknowledge** button in the application or completes his or her self-review, the observer will be notified by email. The observation can be accessed from the **Observation** tab.



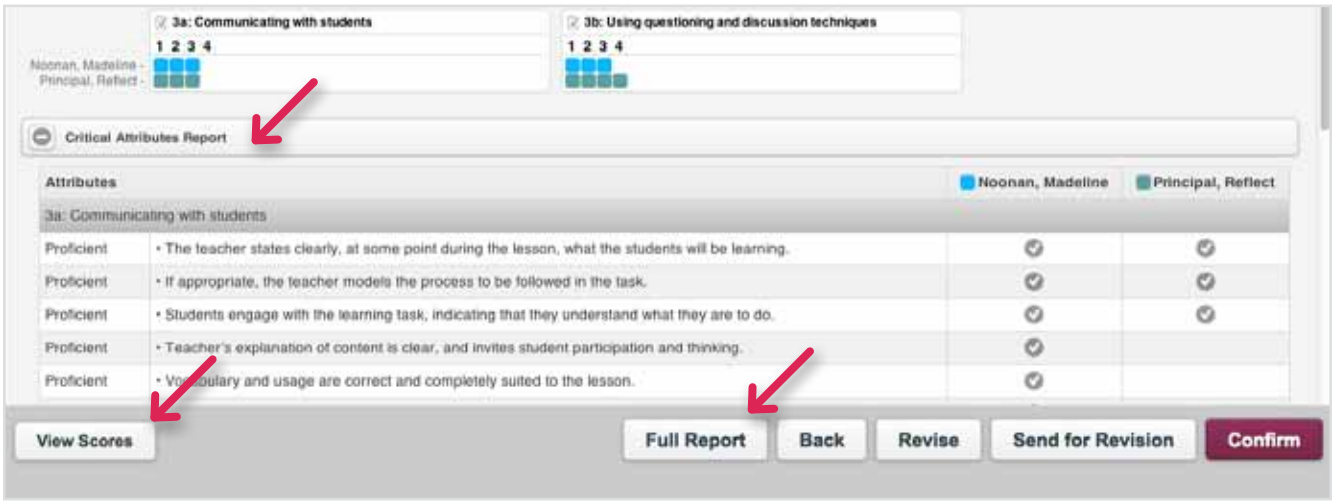
2 View the Report

From the **Report** screen, the observer can view the scores, assigned critical attributes, and comments. If the teacher completed self-scoring, the teacher's scores, comments, and notes will appear alongside those of the observer. If not, only the observer's scores, comments, and notes will be present.



3 Explore the Report

Exploring the report includes selecting **Critical Attributes Report** and/or participants' names to view summary comments. By selecting the **View Scores** button, the notes associated with each component can be viewed. A full report can be viewed, exported, or printed, including all scores and notes, by selecting the **Full Report** button.



4 Confirmation of the Observation

After the teacher and observer have discussed the observation report, the observer selects the **Confirm** button. This observation will now be accessible in the **Confirmed** folder on the **Required Observation** tab of the **Lesson Observation** page for both the observer and the teacher. Once, the **Confirm** button has been selected, the observation will no longer be editable.

Observer Guide

UNANNOUNCED OBSERVATION

Preparing for an Observation —Steps to Take **Prior** to the Observation

Conducting the Observation

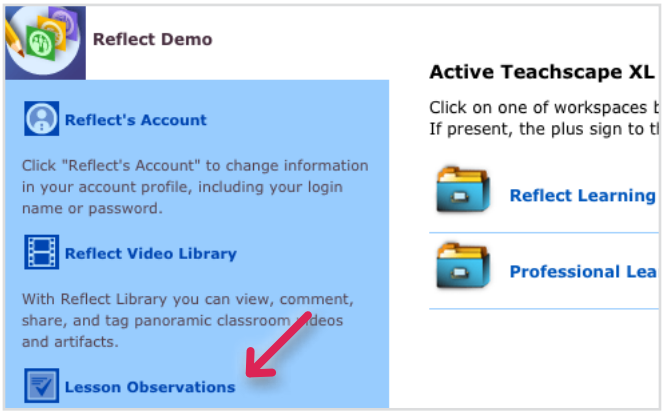
Scoring the Observation

Confirming the Final Report

Preparing for an Observation — Steps to Take **Prior** to the Observation

1 Access Live Lesson Observations

To initiate the unannounced required observation process, the observer logs in to www.teachscape.com and selects the **Lesson Observations** link in the left-hand navigation menu.

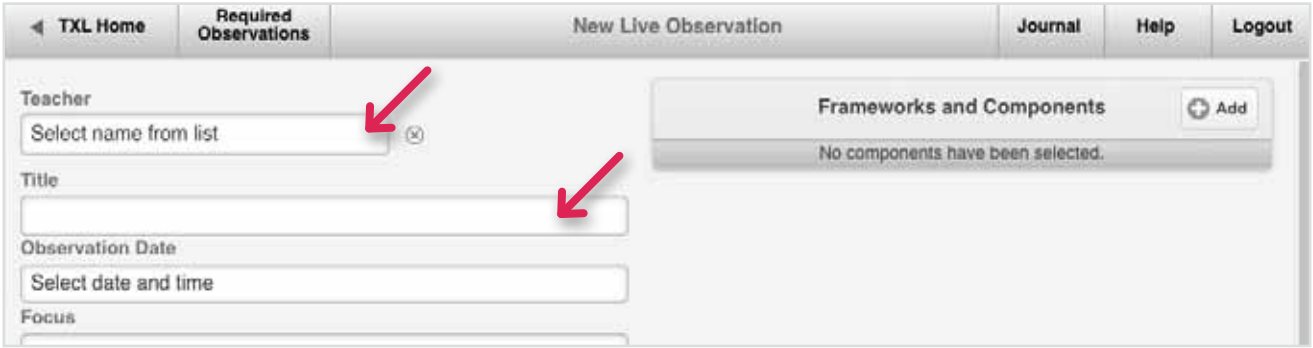


2 Initiate an Unannounced Observation

The observer selects the **New Observation** button on the **Observations** tab.

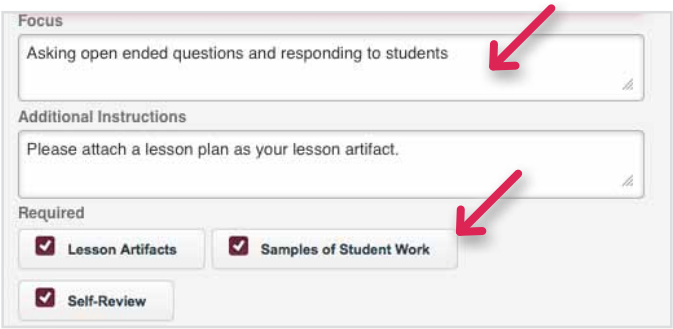
3 Choose a Teacher and Observation Title

From the **New Live Observation** screen, the observer enters the name of the teacher for the observation and a title for the observation. If this is an unannounced observation, the observer does not select an observation date (date and time).



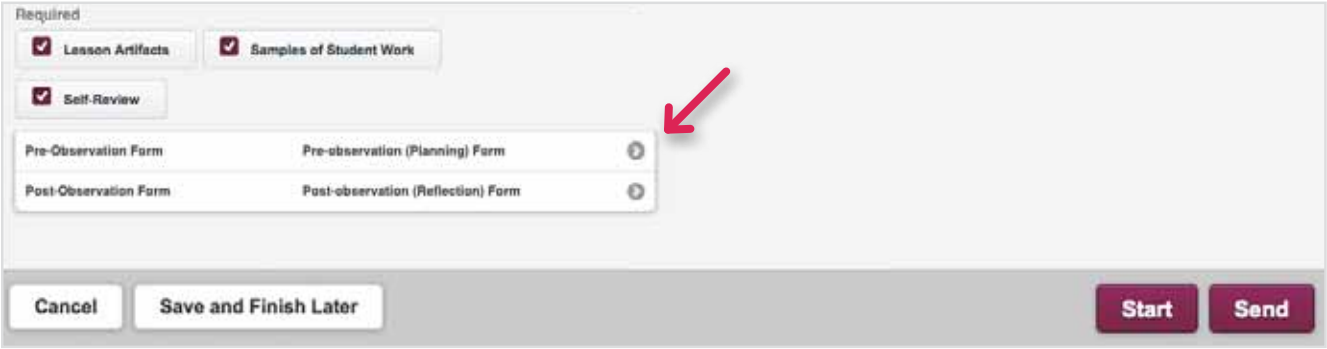
4 Identify Required Information

The observer enters a **Focus** for the observation and then checks the **Lesson Artifacts**, **Samples of Student Work**, and/or the **Self-Review** box if the teacher will score the lesson him- or herself (all optional).



5 Select a Post-Observation Form

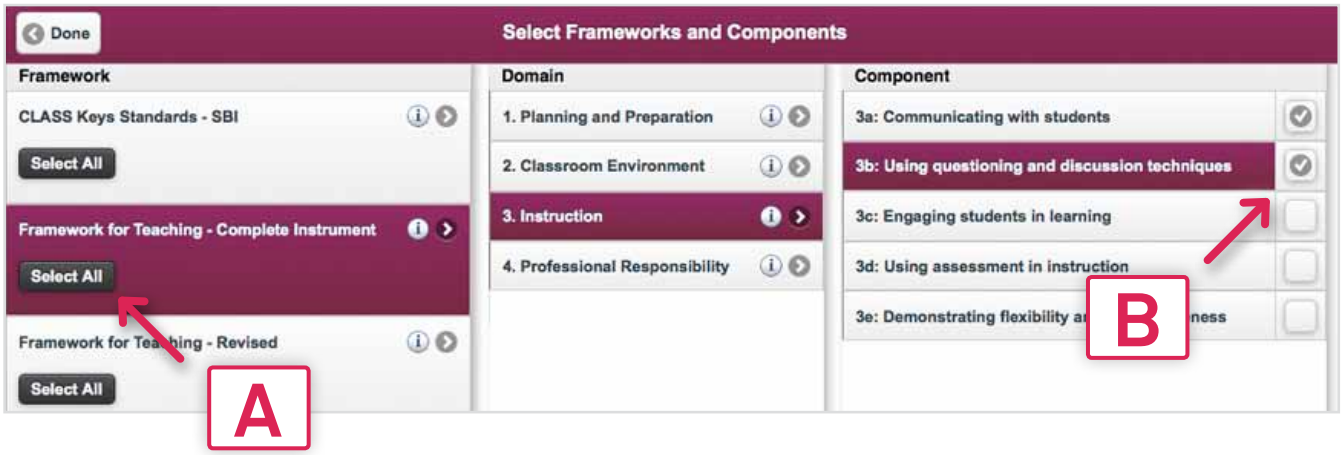
If the observer would like a post-observation form to be completed by the teacher, he or she selects the arrow to view the available form(s) and then selects the name of the form and the **Done** button.



> ***Note:*** *A pre-observation form should only be used in a scheduled observation.*

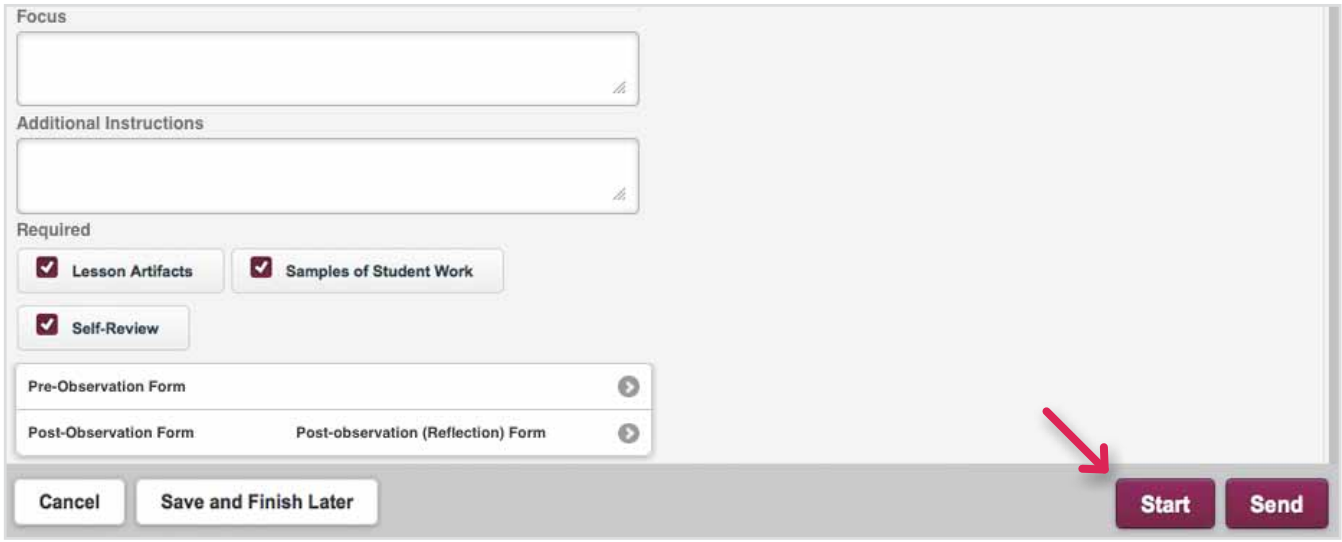
6 Choose Framework and Components

The observer selects the **Add** button to choose components for scoring. He or she then selects a framework to view the available domains, and domains to view the available components. The observer may select the **(A) Select All** button if all components are to be included, or select only **(B)** specific components. The observer selects the **Done** button when finished.



7 Start the Observation

The observer selects the **Start** button to commence the observation. (If the observation is at a later date/time,the observer selects the Send button to send an email to the teacher notifying him or her about the upcoming observation.)



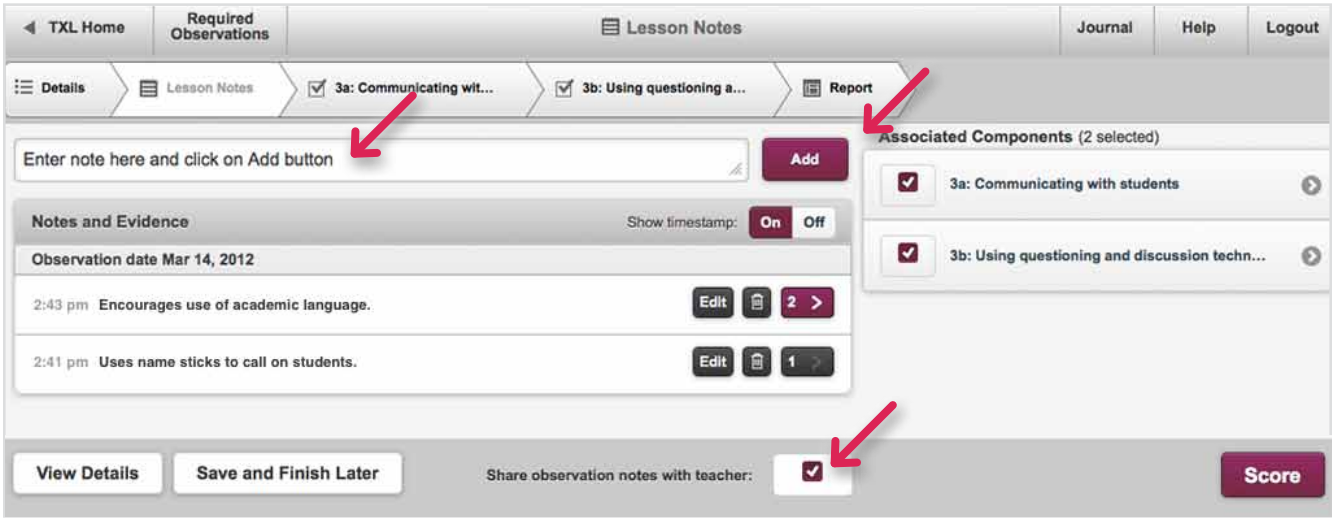
Conducting the Observation

1 Start the Observation

The observer selects the **Start** button to commence the observation, if he or she has not done so already.

2 Observe the Lesson and Add Annotations

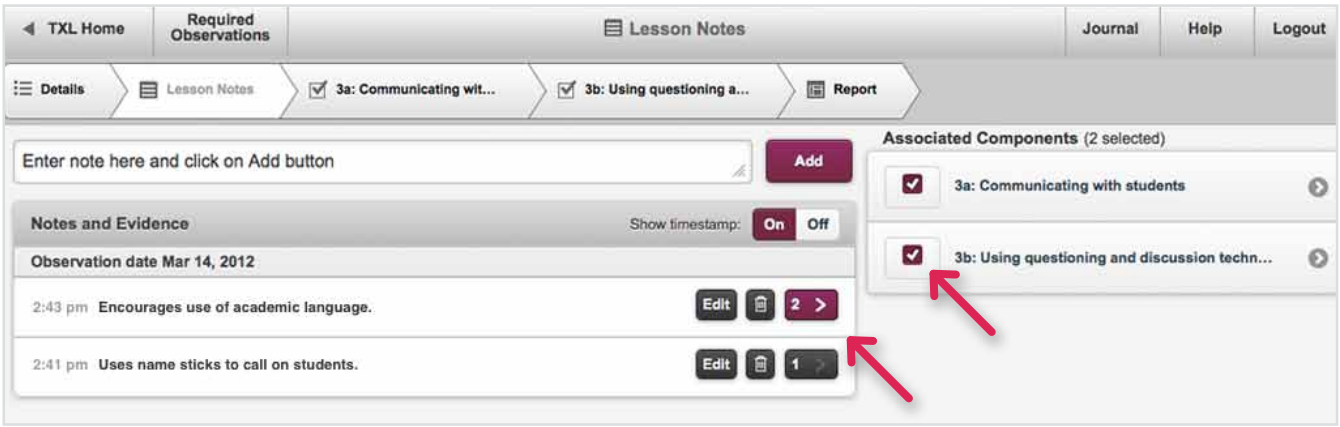
While observing the live classroom, the observer records annotations to inform the future scoring of the lesson. The observer selects the **Add** button after each entry. The notes are editable and time-stamped. The observer checks the box at the bottom of the screen if he or she wishes to share the annotations with the teacher.



> ***Note:*** *Checking the box makes the annotations immediately available to the teacher, and these annotations can be used in the self-review process.*

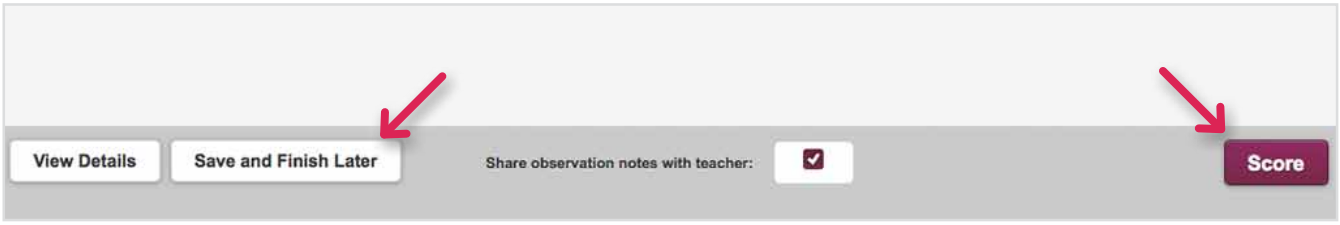
3 Assign Annotations to Framework Components

While entering annotations, or after entering annotations, the observer can assign these notes to one or more of the selected framework components. This makes it easier to sort through the observational notes and assign scores later on.



4 Save and Finish Later?

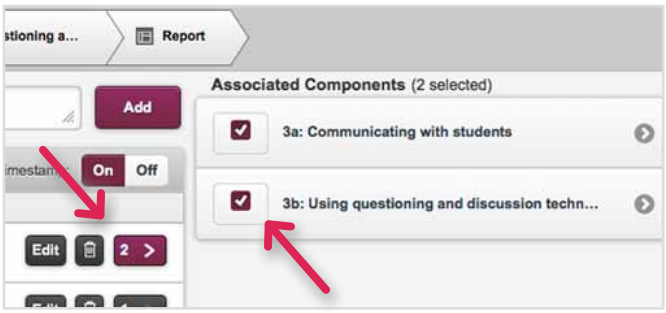
The observer may choose to continue his or her observation by selecting the **Score** button. However, the observer may also select the **Save and Finish Later** button to score the lesson at a later time.



Scoring the Observation

1 Continue Annotations and Assignments

After the observation, the observer may continue to enter annotations and assign these notes to one or more of the selected framework components.

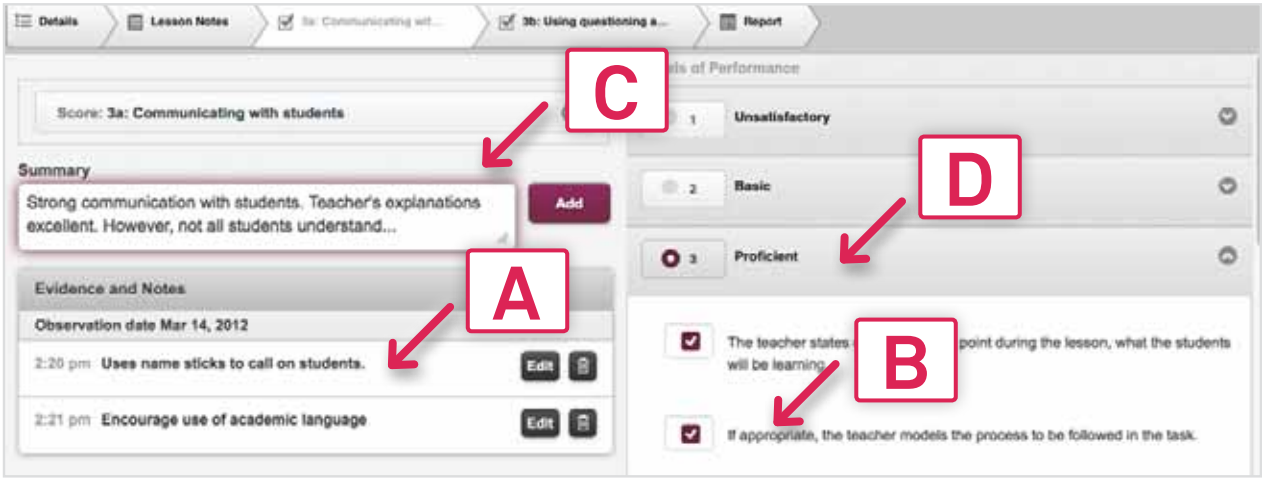


2 Begin Scoring the Lesson

After the annotations are complete and are aligned to framework components, the observer selects the **Score** button to begin assigning scores.

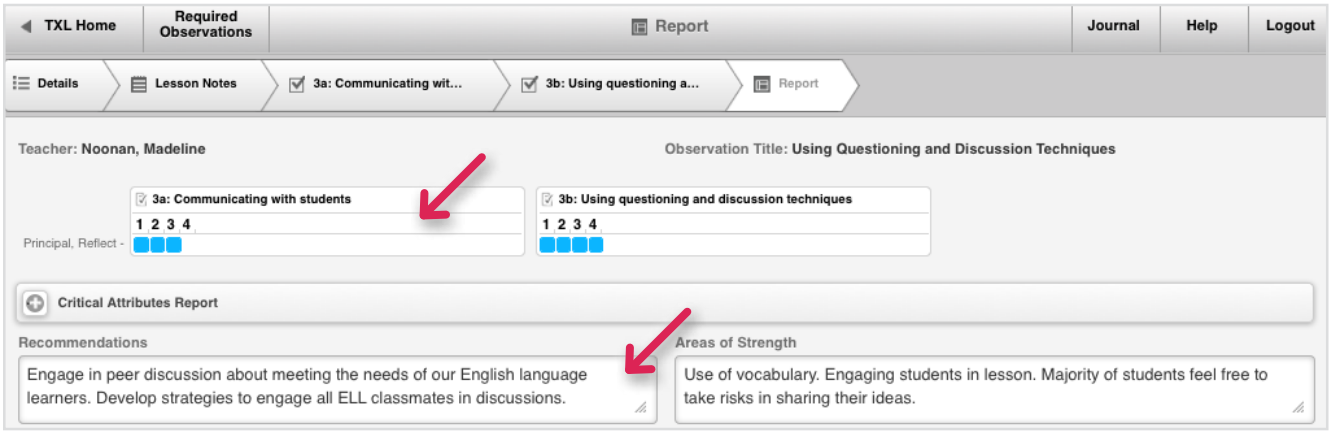
3 Assign Scores

For each component, the observer **(A)** analyzes his or her annotations, **(B)** selects the appropriate critical attributes at each level of performance, **(C)** summarizes, and **(D)** assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.



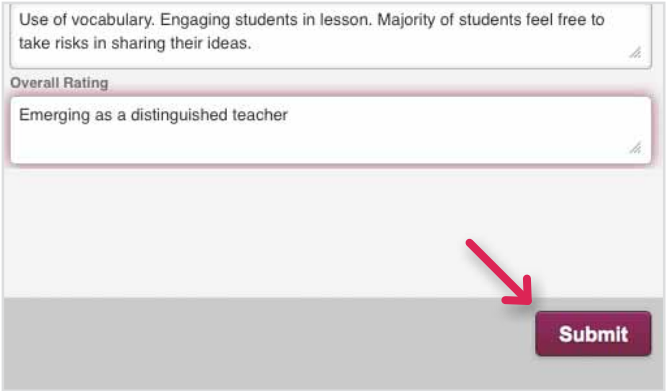
4 Write Recommendations and Overall Rating

After the observer has scored all of the components, he or she completes the observation report. Here is where the scores can be reviewed and recommendations for the teacher added.



5 Submit the Scores to the Teacher

Selecting the **Submit** button will send an email notification to the teacher that the observation has been scored. If a self-review is not required, the report will be immediately shared with the teacher. If a self-review is required, the teacher will see the report only after he or she has conducted a self-review.



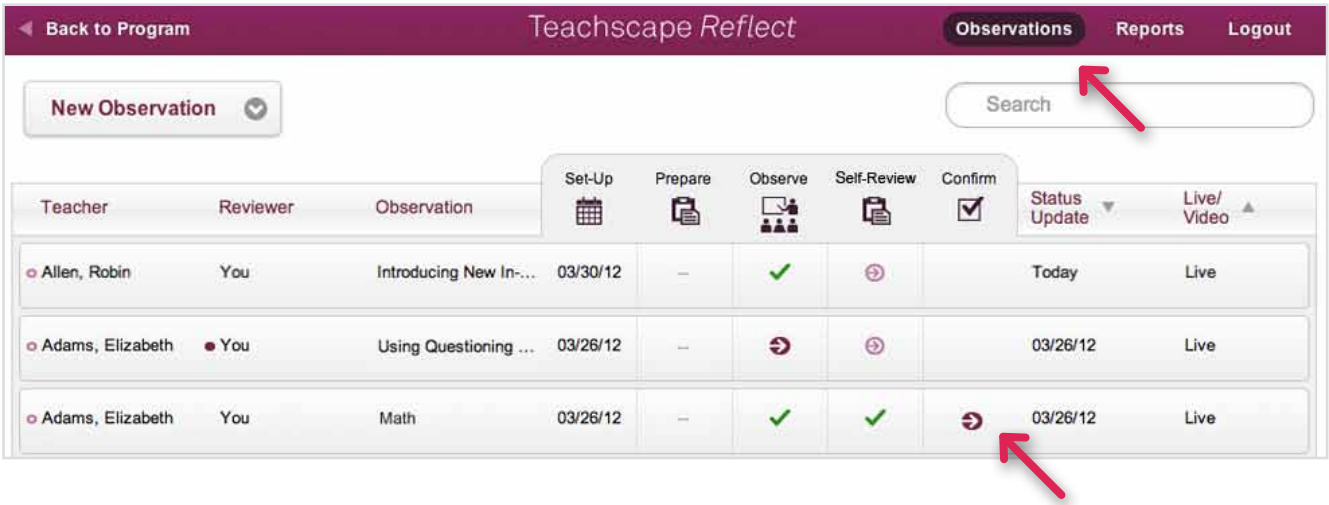
6 View Sent Observation

After the observer submits the scores for an observation, he or she may view the observation by clicking on the **Observations** tab.

Confirming the Final Report

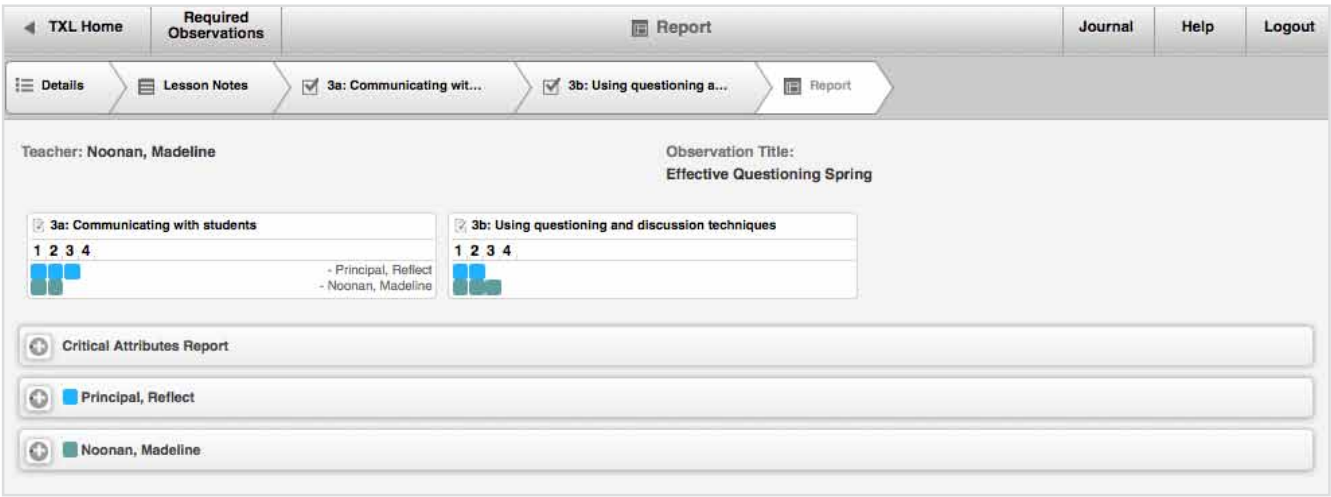
1 Access the Observation Report

After the teacher selects the **Acknowledge** button in the application or completes his or her self-review, the observer will be notified by email. The observation can be accessed from the **Observation** tab.



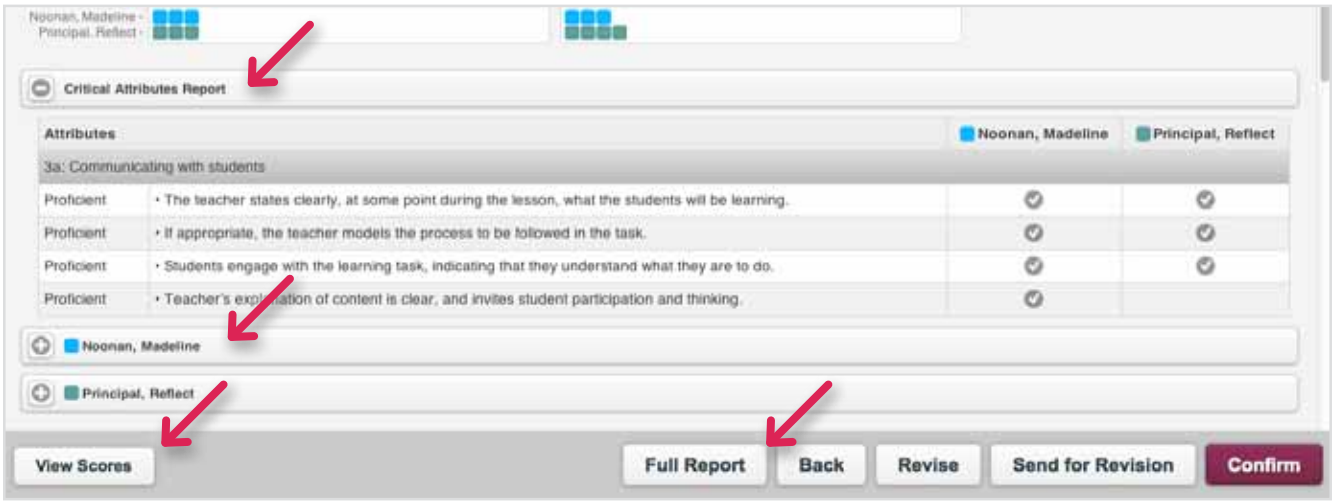
2 View the Report

From the **Report** screen, the observer can view the scores, assigned critical attributes, and comments. If the teacher completed self-scoring, the teacher's scores, comments, and notes will appear alongside those of the observer. If not, only the observer's scores, comments, and notes will be present.



3 Explore the Report

Exploring the report includes selecting **Critical Attributes Report** and/or participants' names to view summary comments. By selecting the **View Scores** button, the notes associated with each component can be viewed. A full report can be viewed, exported, or printed, including all scores and notes, by selecting the **Full Report** button.



4 Confirmation of the Observation

After the teacher and observer have discussed the observation report, the observer selects the **Confirm** button. This observation will now be accessible in the **Confirmed** folder on the **Required Observation** tab of the **Lesson Observation** page for both the observer and the teacher. Once, the **Confirm** button has been selected, the observation will no longer be editable.

Teacher Guide

SCHEDULED & UNANNOUNCED OBSERVATION

Preparing for an Observation —Scheduled Observation **Only**

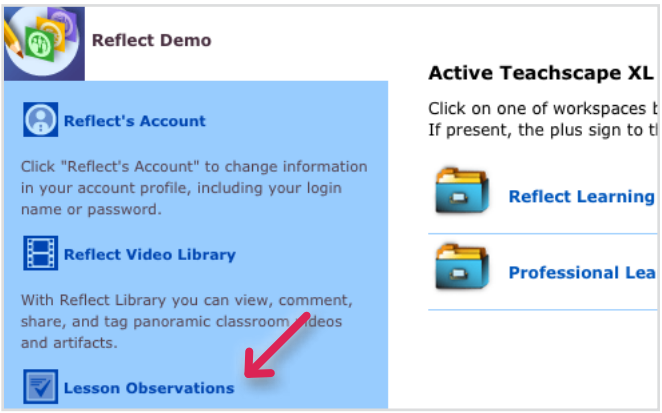
Completing Post-Observation

Viewing and Confirming the Report

Preparing for an Observation —Scheduled Observation **Only**

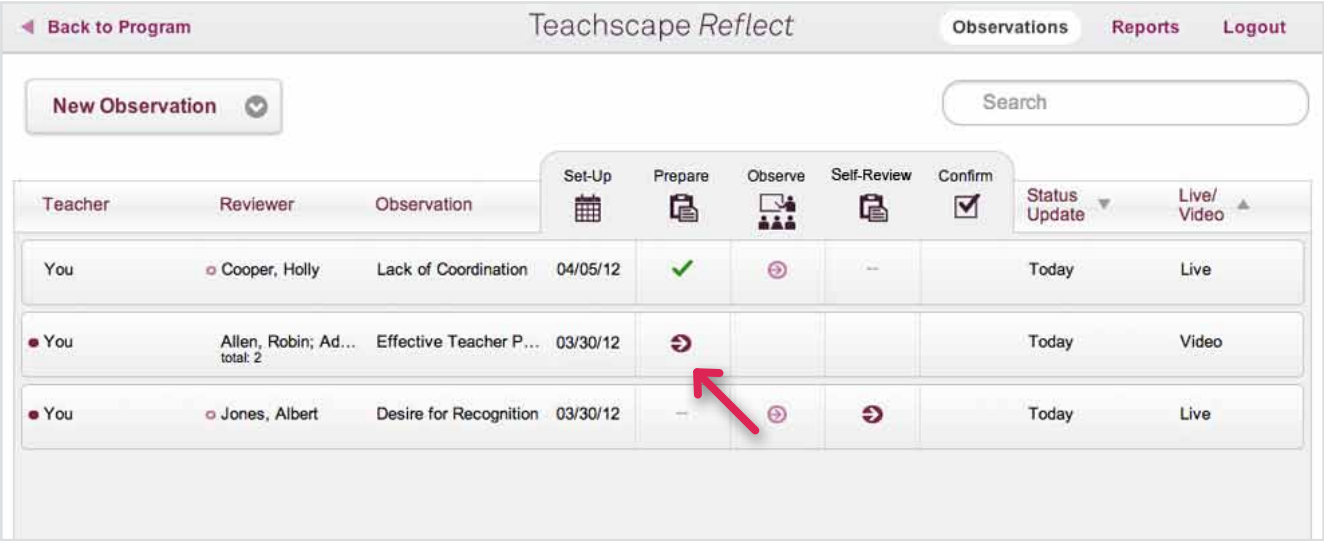
1 Access Lesson Observation Application

When the observer initiates a required observation request, the teacher receives an email notification. The teacher then logs in to www.teachscape.com and selects **Lesson Observations** in the left-hand navigation menu.



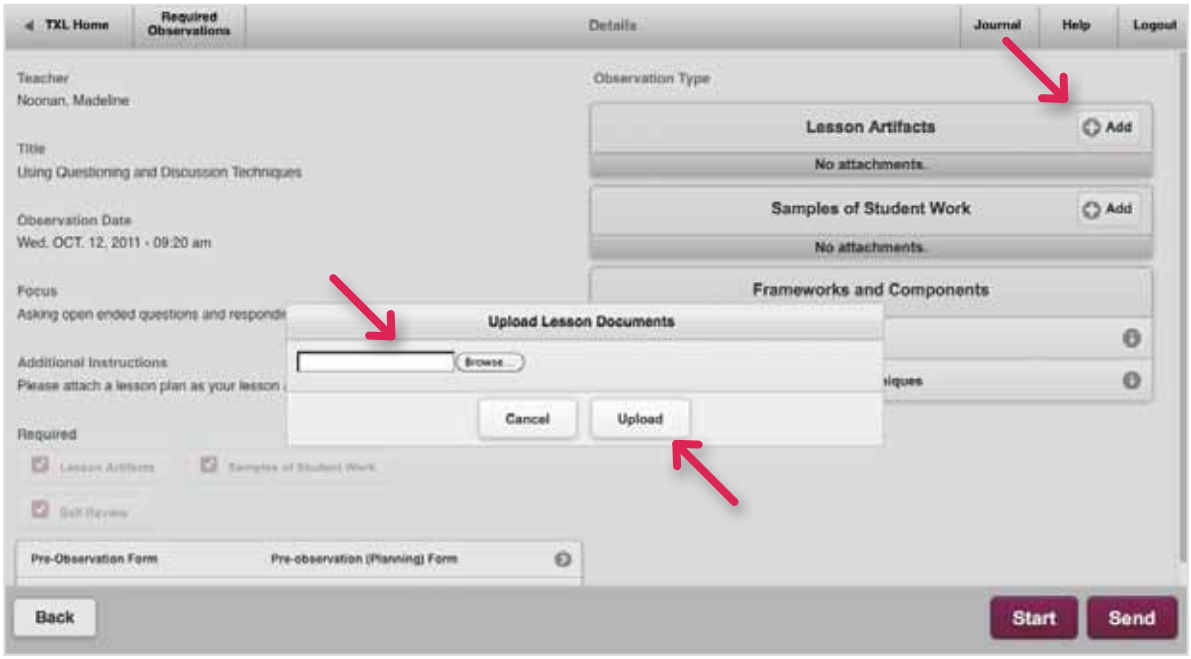
2 View Incoming Request

The teacher then selects the title of the observation to view the details of the observation.



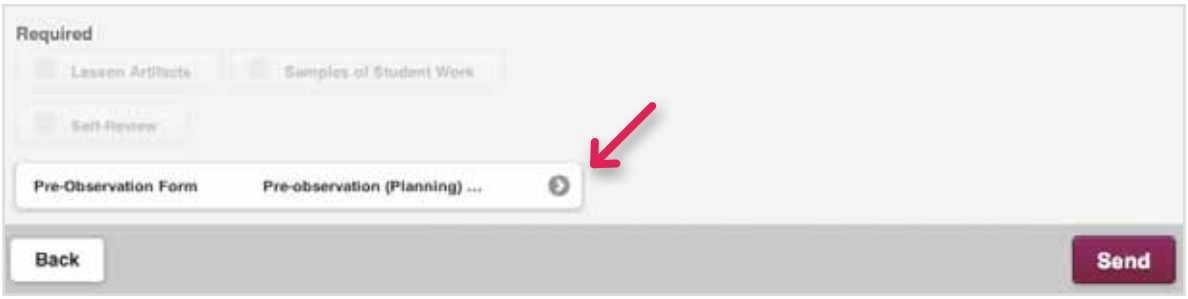
3 Add Required Information

The teacher reviews the details of the observation on the **Details** page. If **Lesson Artifacts** are required, the teacher selects the **Add** button to browse for the document(s) on his or her desktop, and then uploads. (If there is no required information, the teacher will select the **Acknowledge** button to acknowledge the upcoming observation.)



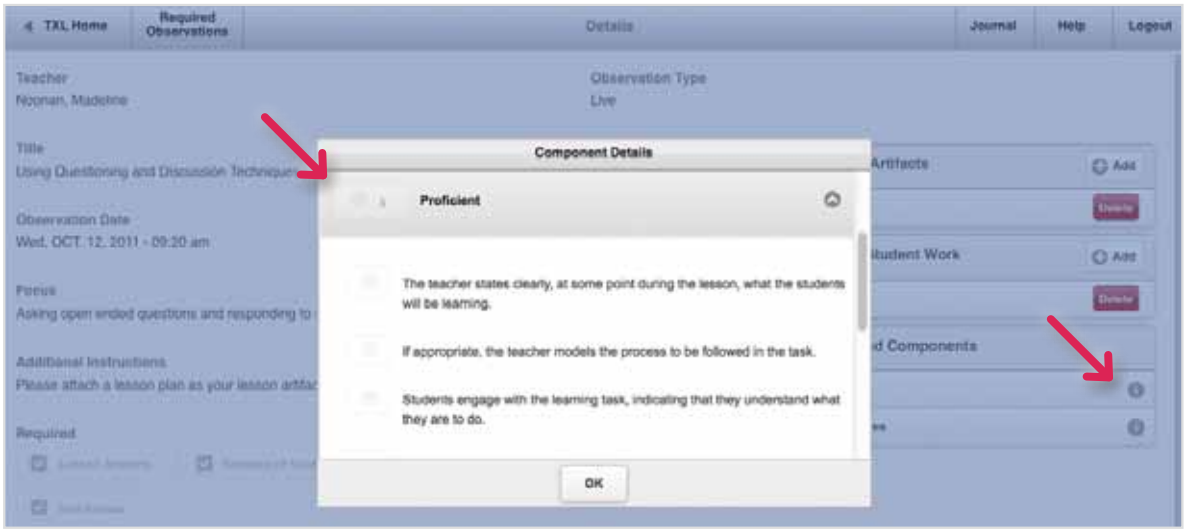
4 Fill Out a Pre-Observation Form, if Required

If a pre-observation form has been requested, the teacher selects the link and fills out the form. (He or she may need to scroll the screen to see the pre-observation link.) When the form is complete, he or she selects the **Save** button.



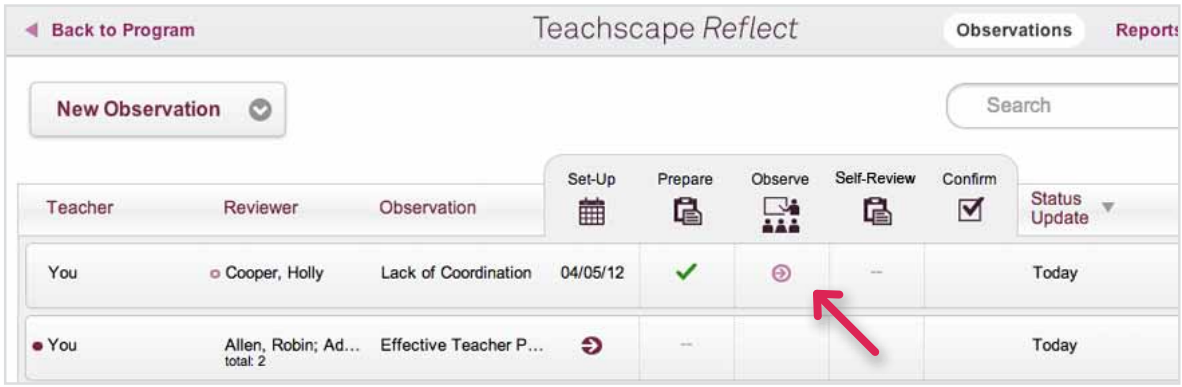
5 Learn About Selected Framework Components

Selecting the information icon under **Framework and Components** enables the teacher to learn more about the selected components and critical attributes for each level of performance.



6 Send Required Information

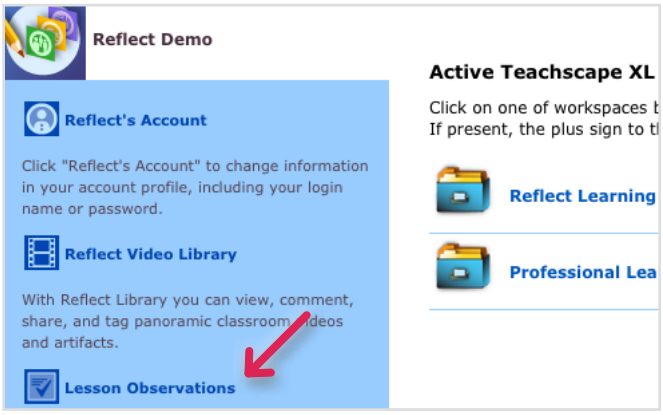
When all required materials are included, the teacher selects the **Send** button and **Yes** in the dialog box to send an email notification to the observer. The observation invitation will now be accessible in the teacher's **Observations** dashboard.



Completing Post-Observation

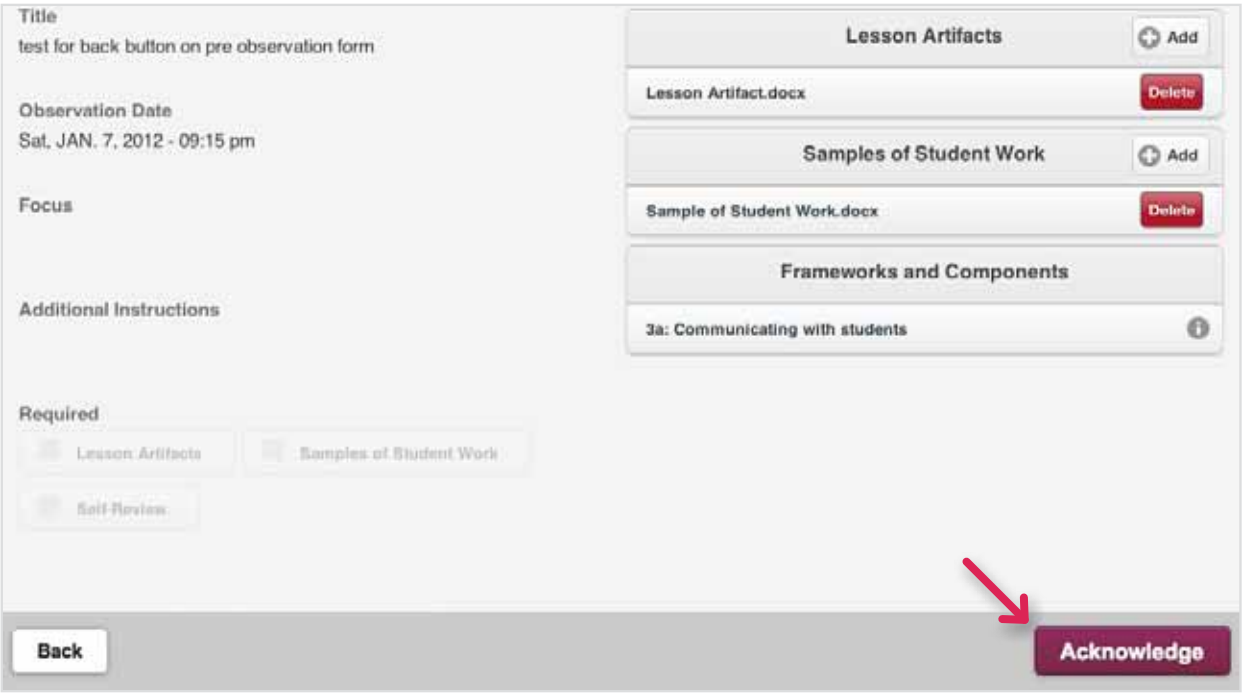
1 Access Lesson Observations

After the observer scores an observation, the teacher will receive an email notification. The teacher logs in to www.teachscape.com and selects **Lesson Observations** in the left-hand navigation menu.



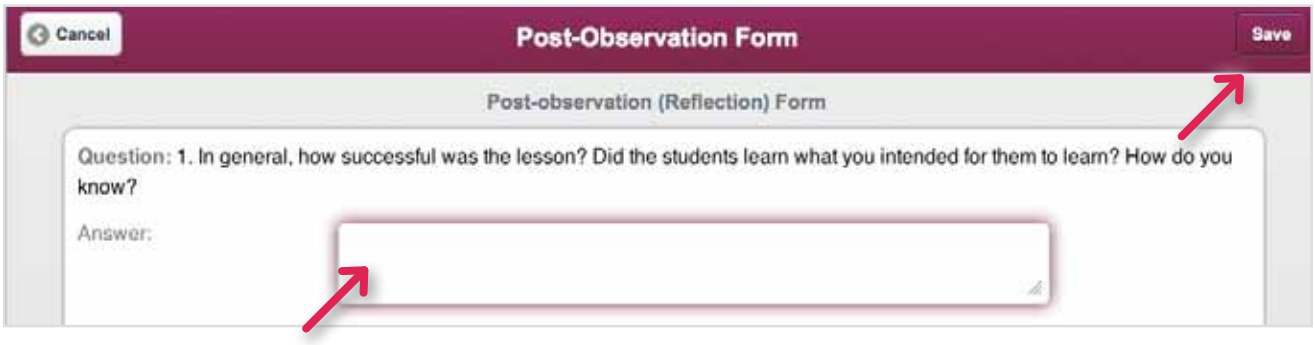
2 Acknowledge Observation

After selecting the observation title on the **Required Observation** tab and in the **Incoming Requests** folder, the teacher uploads samples of student work and fills out a post-observation form, if required. If no self-review is required, the teacher selects the **Acknowledge** button. This sends an email notification to the observer.



3 Fill Out a Post-Observation Form, if Required

If a post-observation form has been requested, the teacher selects the link on the **Details** page and fills out the form. When the form is complete, the teacher selects the **Save** button.

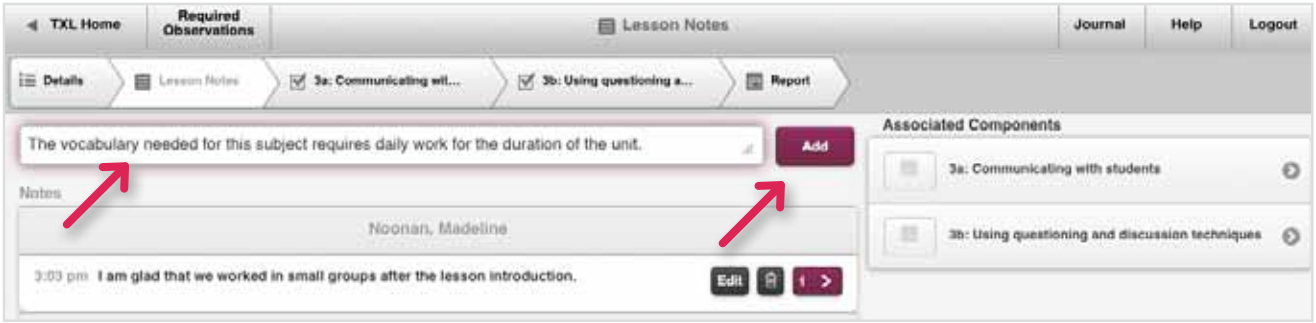


4 View Notes

If a self-review is required, the teacher selects the **View Notes** button from the **Details** page.

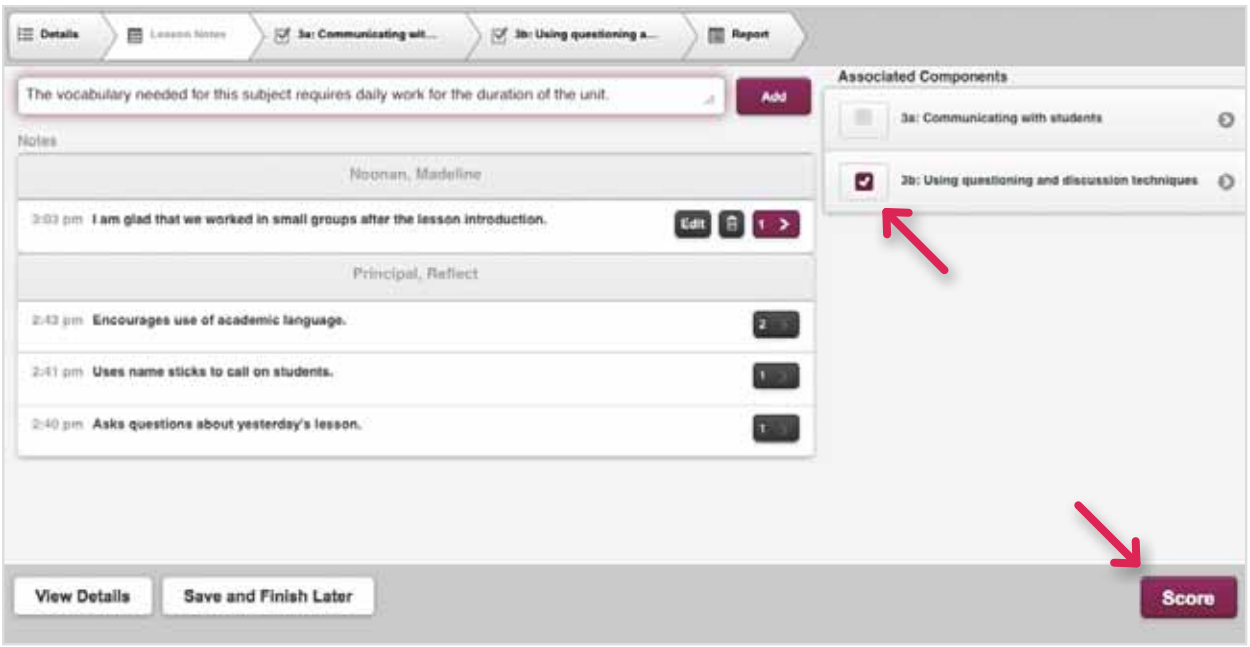
5 Add Annotations

If the observer has shared his or her annotations with the teacher, the teacher will see the observer's notes. If the observer has not shared his or her notes, the teacher cannot see the observer's notes. The teacher begins adding his or her own annotations by typing in the text field and selecting the **Add** button.



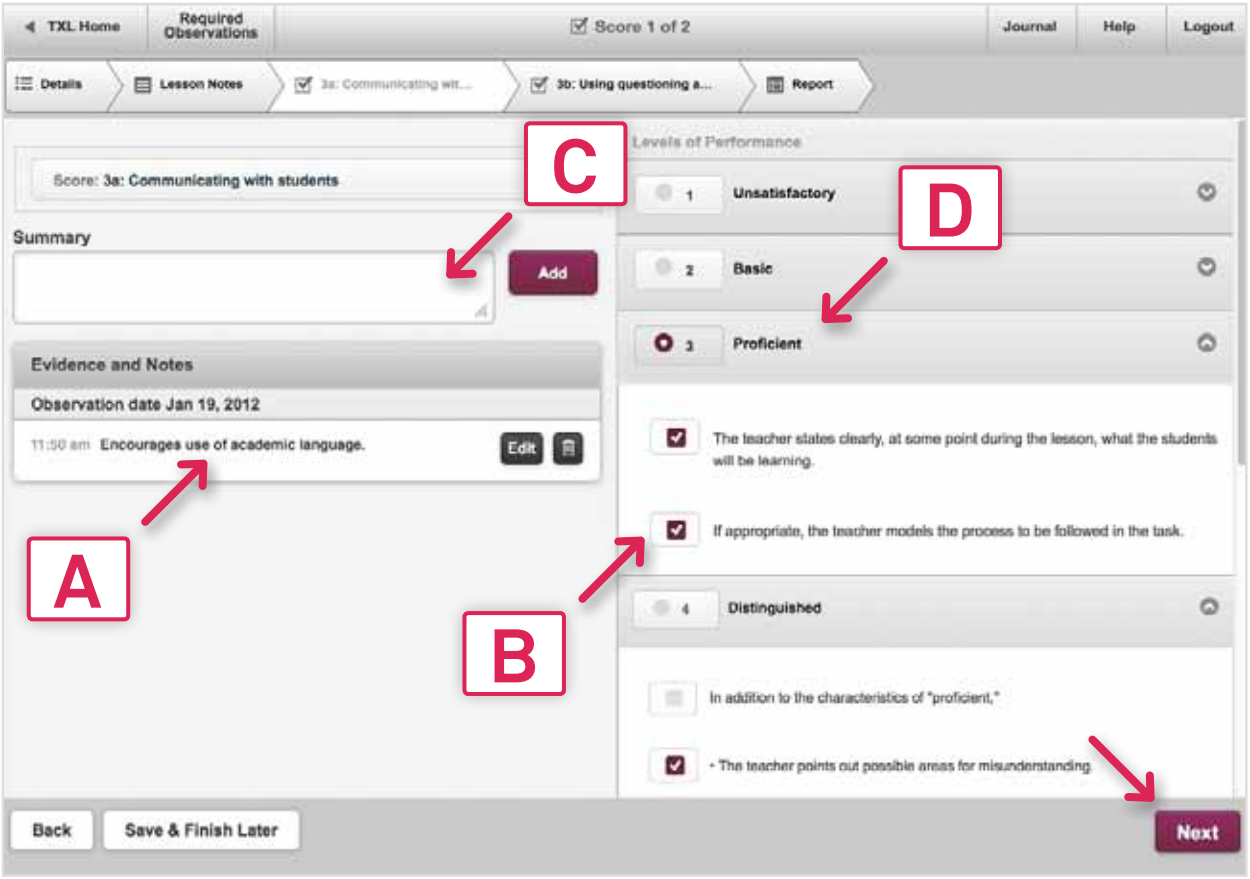
6 Assign Annotations to Framework Components

While entering notes, or after entering notes, the teacher can assign these notes to one or more of the selected framework components. This will make it easier to sort through the observational notes and assign scores later on. The teacher selects the **Score** button when ready.



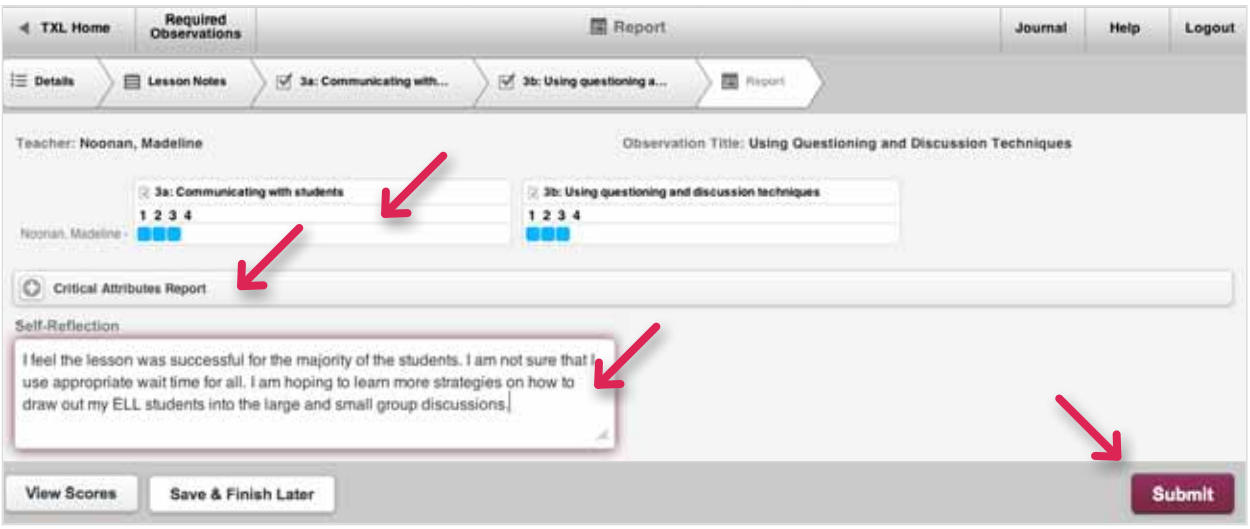
7 Assign Scores

For each component, the teacher **(A)** analyzes his or her annotations, **(B)** selects the appropriate critical attributes at each level of performance, **(C)** summarizes, and **(D)** assigns an appropriate score or level of performance for that component. When the observer is satisfied with the score assigned for the first component, this process is repeated for each additional component by selecting the **Next** button.



8 View the Report and Enter a Self-Reflection

From the **Report** screen, the teacher can view his or her self-scores and assigned critical attributes. The teacher enters a self-reflection in the text field and selects **Submit** to send a notification to the observer.



Viewing and Confirming the Report

1 Access the Observation Report

After the teacher acknowledges the observation in the application or completes his or her self-review, the teacher may view the report by selecting the observation from his or her **Observations** dashboard screen.

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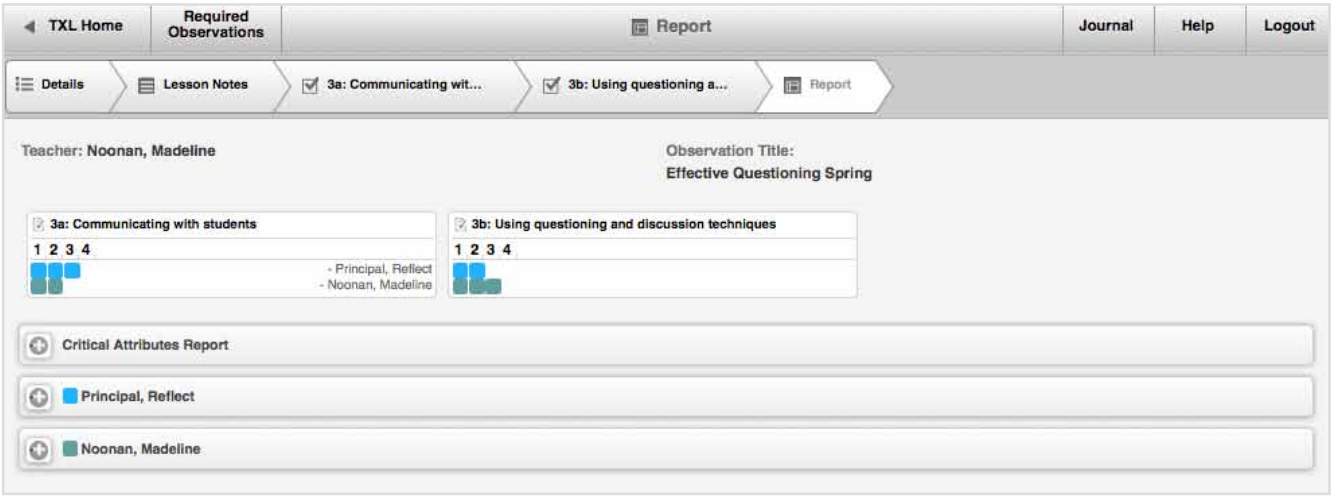

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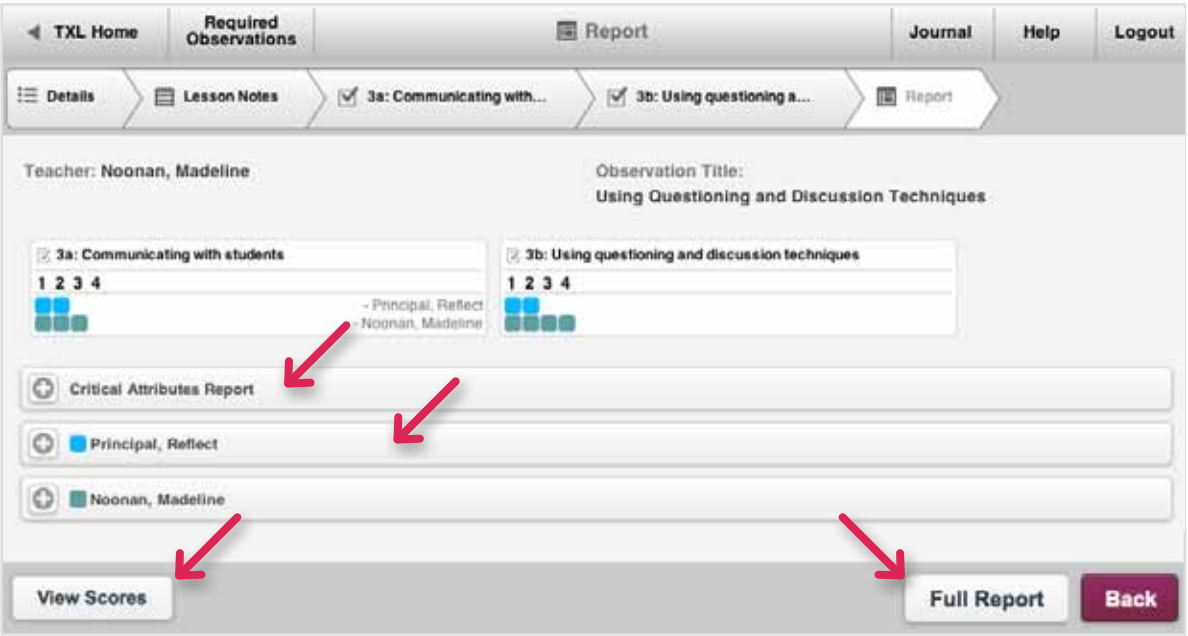

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